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INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 28 JUNE 1988

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5. FCS (Field Computer System). [ ] responded to a cable sent by AFCA. AFCA encountered problems with daily database backups and the laser printer. [ ] offered some possible solutions but requested further information from AFCA. [ ]

6. SECOND (Security Contractor Data System). [ ] held a meeting with OL/SS and members from OS to discuss the status of the SIMS-SECOND interface. In the meeting an IOC date of 5 July was established, with a complete end-to-end user test to take place on 28-29 June. If the testing is satisfactory to both OL and OS the software procedures will be moved into place on 1 July. [ ]

7. [ ] is assisting [ ] OL/IMSS/TG, in developing a new NOMAD2 data base which will be used to electronically print data onto Form 1856, Receipt for Classified Documents in support of OL/SS. [ ]

9. [ ] attended a Software Quality Assurance course June 20 - 21 at Chamber of Commerce. [ ]

10. [ ] attended a class at COC Monday for Introduction to AIM. [ ] also completed optional units for Computer Based Training in Nomad2. [ ]

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25X1 11. [ ] taught a three hour basic WANG  
25X1 word processing class to [ ] a Co-op in SD/IDSB  
25X1 and [ ] in IMSS/OL this past week. [ ]

B. PLANNING:

25X1 1. During this reporting period, IMSS directed filming  
25X1 of OL Operations at the Headquarters Compound, [ ]  
[ ] The objectives for this  
effort are twofold: to assist personnel of the Office of  
Training and Education in videotaping significant  
representative OL operations to be included in a video of the  
entire DDA, and to collect slides/photos of the many OL  
processes for upcoming briefings, quarterlies, and  
publications. Both efforts are being conducted simultaneously  
by a team of three OT&E photographers, two OL/P&PG  
25X1 photographers, and an OL/IMSS planner. [ ]

25X1 2. IMSS prepared a memorandum to the Acting DDA for the  
D/L's signature providing material for the DCI's speech at the  
12 July SIS promotion ceremony. OL's major accomplishments  
from October 1987 through April 1988, challenges facing OL  
during the remainder of FY 88 and FY 89, and extraordinary  
performances by individuals in OL were included, as suggested  
by the Director, Public Affairs Office who requested the  
25X1 material from Agency components. [ ]

25X1 3. IMSS forwarded copies of the OL Emergency Procedures,  
revised as of June 1988, to OL/FMD, OL/RECD, and OL/SD [ ] for  
review and comments. Any necessary additional changes will be  
made by IMSS before making distribution to O-D/L, all OL  
25X1 groups, divisions, and staffs, the DDA, etc. [ ]

25X1 4. In response to a multiple addressee memorandum from  
the D/L, dated 20 June 1988, IMSS provided key issues for  
discussion at the D/L's one-on-one meeting with the DDA on  
Thursday, 23 June. Updates on the Field Computer System,  
Accountable Property System, CLAS, and the Electronic Records  
Control Schedule were included in our reply to the D/L. [ ]

25X1 5. IMSS forwarded to C/SD/OL, AC/RECD/OL, and  
C/L&PLD/OGC copies of an Administrative Plan for Africa  
Division for their review and comments. We requested a reply  
by 11 July in order to meet the suspense date of 12 July set  
by O-D/L. [ ]

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CLAS:

1. Release 1.3 Commercial: The OIT Team has begun to test the conversion software for the Inventory Control System (ICS) to the Bill of Material (BOM) package. The testing by OIT will last for approximately three weeks. The conversion program will convert the catalogue and part master data from ICS to BOM. This is only one of four programs being written and tested by OIT and OL functional personnel. The other three programs are in various stages of coding. All of them are to be delivered to the OL Supply Team for functional evaluation by 25 July. [ ]

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2. Meeting with Cullinet: On Friday, 24 June, the Program Managers from OL, OF, OIT, [ ], Audit Staff, and [ ], DD/OF met with Cullinet senior officers to discuss the status of Cullinet's software deliveries. The senior Cullinet officers were Julie Donohue, Vice President for Applications and Bob Weiler, Executive Vice President. Cullinet reaffirmed their commitment to the Federal Market and to the Agency. They confirmed that the Funds Control delivery will occur the first of August, and will contain all but two modules, which will be delivered by October. The two late modules will not affect our progress, except for the impact that the work being done on those two modules will have on the final version of software scheduled for delivery by February 1989. The status of that delivery will not be confirmed until 18 July, when Cullinet will have completed their analysis of the system design for the February tape. VP Donahue and her development gurus will come to Washington to brief us on their results. Overall, I believe that the February tape will contain less than we have expected, but depending on which pieces are delivered we may or may not be in jeopardy of FOC by 1 October 1989. [ ]

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3. Proposal from Cullinet: Cullinet will not be in position to provide the Agency a viable proposal on the "single point of entry" functionality until late September. This means that they can not possibly have the coding completed by the February timeframe. In anticipation of this admission by Cullinet, the Supply Team has already begun preparing alternative avenues to allow us to work without this piece of functionality. This concept really keeps us in line with our original position of minimizing changes to the packages and will still allow us to get the job done. [ ]

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3. Significant Events Anticipated During the Coming Week:
4. Perspective of Staff Activity:

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